

**JOB DESCRIPTION  
STREET DEPARTMENT  
DIRECTOR**

**1. JOB TITLE: DIRECTOR**

- 2. DEFINITION:** The position of Director requires an individual who is capable of exercising independent judgment, possesses the professional, administrative and technical skills needed in planning, developing, implementing and supervising work activities relative to the maintenance of the City's infrastructure. As a Department Head, this is an administrative level position. The employee will be responsible to the City Manager. This position is classified as Exempt for the purpose of the Fair Labor Standards Acts, as having no significant exposure to bloodborne pathogens, and as Safety Sensitive, the employee is subject to drug and alcohol testing for pre-employment, reasonable suspicion, post-accident, random, promotion and transfer, return to duty and follow-up testing.

**3. EQUIPMENT / JOB LOCATION:**

- a. The Director of the Street Department must be capable of operating light duty vehicles, mobile radios, light duty construction equipment, a variety of hand tools and small machinery. This employee must be capable of operating a personal computer, 10 Key calculator, facsimile machine, photocopier, multi-line telephone system, miscellaneous office equipment and accessories customarily used in an office environment. This employee must be familiar with engineering and surveying as they relate to construction projects. This employee needs to be familiar with the use of a surveying level, transit, and level rod.
- b. Job location is in the Street Department, however, work is also performed outdoors, at numerous sites within the City limits of Murfreesboro and some tasks may need to be performed regardless of weather conditions. The employee will be exposed to extreme conditions of weather, machinery with moving parts, excessive noise and fumes. All City buildings and vehicles are smoke-free.

**4. ESSENTIAL FUNCTIONS:**

- a. Develops, presents and administers Departmental operating budget.
- b. Participates in long range planning, capital outlay improvement projects, and annual Departmental budget preparation.
- c. Coordinates the functions of the Street Department with other City departments and outside agencies.
- d. Plans, schedules, designs, organizes and provides overall supervision of Departmental personnel and resources in an effort to achieve both City and Departmental objectives.
- e. Evaluates employees for the purpose of hiring, promotion, and discipline.
- f. Consults with the Public Works Crew Chiefs and approves the daily assignment of employees and equipment.

- g. Evaluates the need for new equipment and oversees the maintenance of existing equipment.
- h. Inspects City streets and storm drainage systems to assure they are properly maintained.
- i. Develops and oversees a Departmental safety policy that helps assure the safety of all employees.
- j. Resolves complaints in a prompt and courteous manner.
- k. Oversees the maintenance of all Departmental records.
- l. Attends City Council meetings and other meetings as required.
- m. Oversees and administers the City's Annual Paving Contract with the assistance of the Senior Public Works Inspector.
- n. Oversees and administers the City's Annual Concrete and Storm Drainage Contract with the assistance of the Senior Public Works Inspector.
- o. Oversees and administers the City's mowing and vegetation control program.
- p. Oversees and administers the City's Annual Leaf Collection Program.
- q. Possesses a good working knowledge of the Manual on Uniform Traffic Control Systems and the administration of its standards.

**5. EXAMPLES OF OTHER WORK TO BE PERFORMED:**

- a. Attends seminars and workshops to keep abreast of current methods, technology and supervisory techniques.
- b. Recommends the purchase of supplies.
- c. Performs other duties and special projects as assigned.

**6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- a. Combination of training and experience which provides the necessary required knowledge, skills, and abilities to perform the duties of the job is required; College degree in related field, with at least (5) years work experience in public administration preferred.
- b. Must be at least 21 years of age.
- c. Must possess a driver's license valid in the State of Tennessee and the ability to safely operate a motor vehicle.
- d. Must maintain automobile liability insurance on vehicle used to perform job duties for City of at least \$100,000 single limit, or such other amount as citywide policies may require in the future.
- e. Must have legal authorization to work in the United States of America.
- f. Submit to and pass a drug screening test.
- g. Excellent communication skills, both written and verbal.
- h. Ability to perform visual inspections.
- i. Ability to traverse unimproved construction sites for the purpose of field inspections.
- j. Knowledge of the methods, principles and practices of street repair and storm drainage management.
- k. Ability to administer and manage project and budget costs.
- l. Ability to access archive files and retrieve information.
- m. Ability to research information and prepare reports.

- n. Possess a good working knowledge of basic surveying and construction principles.
- o. Must be capable of reading and understanding subdivision plats and construction plans.
- p. Must be capable of understanding construction contracts and specifications.
- q. Good human relations skills with the ability to communicate effectively with the public, elected officials, members of boards and commissions, department heads, other employees of the City, and employees of other government agencies.
- r. Temperament and good judgment to effectively and diplomatically deal with the subordinates and the public, some of whom may be irate and unreasonable.
- s. Ability to perform job responsibilities in a timely manner in order to meet scheduled deadlines.
- t. Ability to report for work on time and perform the duties of the job for a complete workday.
- u. Physical and mental ability to work independently.
- v. Knowledge of personnel policies and procedures.
- w. Knowledge of the occupational hazards of work and the necessary safety precautions which may be needed.
- x. Ability to coordinate, delegate and negotiate.

Exempt  
Safety Sensitive  
August 15, 2005